

DIVISION OF CUSTOMER SERVICES  
CENTER FOR PROFESSIONAL BOARDS AND COMMISSIONS  
ADVISORY COMMITTEE OF OPTICIANRY

3 CAPITOL HILL  
CONFERENCE ROOM 302  
PROVIDENCE, RHODE ISLAND

Wednesday, April 6, 2016  
9:05 AM

OPEN SESSION MINUTES

BOARD MEMBERS IN ATTENDANCE

Kim Chace  
Charles Hogenmiller  
John Lynch, Jr.  
Matthew Steward

BOARD MEMBERS NOT IN ATTENDANCE

None

STAFF MEMBERS IN ATTENDANCE

Donna Valletta, Board Manager

OTHERS IN ATTENDANCE

None

1. Establishment of a quorum

A meeting of the Advisory Committee of Opticianry was held on Wednesday, April 6, 2016 at the Rhode Island Department of Health, Conference Room 302, 3 Capitol Hill, Providence, RI 02908. A quorum was established and the Open Session meeting was called to order at 9:05 AM on a motion by Matthew Steward and seconded by John Lynch, Jr. Motion carried.

2. Presentation of the November 18, 2015 Open Session Meeting Minutes

Motion was made by Matthew Steward and seconded by John Lynch, Jr. to accept the Open Session minutes of November 18, 2015. The Board voted unanimously to approve the Open Session minutes as presented. Motion carried.

3. Board Manager Report

- **Parking**  
Donna Valletta reported the Chief of the Center for Professional Boards and Commissions is working to find additional solutions to parking. Ms. Valletta empathized with the parking challenges and inconveniences.
- **Board Meeting Schedule**  
Ms. Valletta plans to cancel the August 3, 2016 board meeting due to a scheduling conflict. The Board agreed to continue to meet on Wednesdays at 8:30 am and will convene on the next available Wednesday in August. Ms. Valletta to confirm date.
- **Licensee Information**  
Ms. Valletta reported that the Department licensed eight (8) Opticians in 2015 and one (1) Optician in 2016.
- **Application Process**  
Ms. Valletta reviewed the Department's application process and its compliance with the statute and regulations regarding the qualifications for licensing of Opticians. The Board concurred that candidates may take the written examination prior to submitting an application to the Department, however, candidates must complete an opticianry education and/or training program in order to be eligible and approved to take the practical examination. The Department will send a letter notifying candidates of their eligibility to take the practical examination.
- **The Learning Curve's Eyeglasses Practical Examination Schedule**  
The Learning Curve's practical examination test dates are April 9 and September 10, 2016 and will be held at The Holiday Inn Hotel & Suites, North Peabody, MA. Ms. Valletta distributed copies of

The Learning Curve's sample letter, preliminary exam instructions and Candidate Information Booklet to be sent to eligible candidates to register for the practical examination.

4. Old Business

- Change of Practical Examination Vendor  
Ms. Valletta stated Sarah Harrigan confirmed Dr. Alexander-Scott's approval of the Board's recommendation to change the practical examination vendor. Motion was made by Kim Chace and seconded by John Lynch, Jr. to adopt the National Commission of State Opticianry Regulatory Boards' (NCSORB) National Optician's Practical Examination. Motion carried.

5. New Business

- National Commission of State Opticianry Regulatory Boards (NCSORB) Correspondence, dated December 8, 2015  
The Board reviewed the correspondence and requested Ms. Valletta to schedule representatives of the National Commission of State Opticianry Regulatory Boards (NCSORB) to discuss the implementation of the National Optician's Practical Examination at the next board meeting.
- International Vision Expo & Conference Education Program  
The packet included Optometry and Opticianry courses. The Board only approved the Opticianry continuing education courses that have been approved by the American Board of Opticianry (ABO).

6. Motion to adjourn to Closed Session

Motion was made by Kim Chace and seconded by Charles Hogenmiller to adjourn to Closed Session at 9:45 AM. Motion carried. Pursuant to Sections 42-46-4 and 42-46-5(a)(1) of the Rhode Island General Laws, for the purpose of discussing job performance, character, physical or mental health of applicants for licensure. Said individuals have been notified in advance by writing that they may request that the discussion be held at an open meeting. Also, pursuant to Sections 42-46-4 and 42-46-5(a)(4) of the Rhode Island General Laws, for investigatory proceedings regarding allegations of civil or criminal misconduct.

7. Motion to return to Open Session

Motion was made by John Lynch, Jr. and seconded by Kim Chace at 9:48 AM to re-open the Open Session and to seal the Minutes of the Closed Session pursuant to Sections 42-46-4, 42-46-5 and 42-46-7 of the Rhode Island General Laws. Motion carried.

8. Adjournment

The next Advisory Committee of Opticianry meeting will be on Wednesday, August 24, 2016, at 8:30 AM at the Rhode Island Department of Health, Conference Room 104, 3 Capitol Hill, Providence, RI 02908. Motion was made by John Lynch, Jr. and seconded by Kim Chace to adjourn at 9:49 AM. Motion carried.

Respectfully submitted,

*Donna Valletta*

Donna Valletta  
Board Manager  
Center for Professional Boards and Commission

